

TOWN OF NEWINGTON

TITLE:	Administrative Secretary (PT)	GRADE:	Part Time
DEPARTMENT:	Clerical Group	COUNCIL ADOPTED:	7/88
LAST REVIEW:	2/10/10		

POSITION DESCRIPTION

Under general supervision from a Department Head, performs secretarial and administrative work at skilled and responsible level for a department or major unit head, with some complexity in duties. Performs skilled clerical administrative tasks in a functional area of the town or school system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives oral or written instructions from supervisor.
- Plans and organizes work according to established or standard office procedures.
- Types and transcribes letters and reports from rough draft or transcription equipment.
- Composes routine correspondence and other materials without instruction.
- Provides information on subjects such as departmental or town services, personnel matters or benefits, cultural, social, or recreational programs.
- Observes strict confidentiality in maintaining restricted files and records, including employee personnel information.
- Receives and processes various applications and collects fees when necessary.
- Maintains department or unit journals and performs related bookkeeping duties.
- Gathers materials, data, and other information for review by supervisor.
- Types statistical and narrative reports.
- Organizes and prepares materials for publication such as administrative regulations, program guides, and activity schedules.
- Maintains inventory of office supplies, materials, and equipment.
- Processes department or unit purchase requisition.
- Provides secretarial services to departmental staff as required.
- Assists in the monitoring of special department accounts and/or grant programs.
- Establishes and maintains various department records and files.
- Maintains centralized record system for town or school system as assigned.
- Uses a computer to enter and retrieve information.
- Reports work accomplished to supervisor.

ADDITIONAL JOB FUNCTIONS

- Orders office supplies
- Assists with record retention
- Maintains records for various budgetary items.
- Sets up conference rooms for meetings.
- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of progressively responsible secretarial or office administrative work.
- Ability to deal effectively with staff and the public.
- Ability to acquire a working knowledge of the functions and responsibilities of the department.
- Ability to apply principals of office administration to solve practical problems and deal with a variety of concrete variables, where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral or diagrammatic form.
- Ability to type to the Town's specification.
- Ability to compose clear and correct letters and reports.
- Ability to process paperwork accurately and efficiently.
- Ability to add, subtract, multiply, and divide all units of measure.
- Ability to perform basic bookkeeping skills.
- Ability to establish and maintain complex files and record systems.
- Ability to efficiently schedule and coordinate meetings and events.

- Ability to relate positively to those contacted.
- Knowledge of word processing, database, and spreadsheet software applications.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

(The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 5' from the floor.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.
- Ability to accept general deliveries (UPS, FedEx, etc.) and distribute packages.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- a high school education with course work in Business English and Commercial Arithmetic, and
- two years of progressively responsible secretarial or office administrative work; or
- any combination of training and experience which provides a demonstrated ability to perform the duties of the position.

LICENSE OR CERTIFICATE

Not applicable.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date